

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

February 2007 - June 30, 2007

Feb - April 30th

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Today's Date

7-May-07

County

Carbon

Contract Organization Name

Carbon County Counseling Center

Your Name

Theresa Pacheco

Your Mailing Address

PO Box 1213, 215 W. Buffalo, Suite 373

City, State, Zip

Rawlins, WY. 82301

Your Work Phone Number

(307)321-0686, (307)328-3969

Fax

(307)324-5165

Your Work Email Address

theresapac@gmail.com

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07		Feb. 22, 2007	
2	Supervise SPF staff/staff evaluation (note dates and any notes)			26-Feb-07	Have met on the Feb. 26, 2007, March 27, April 30, May 7th
3	Name, title, and phone number of the staff's supervisor				Peggy Hays, Clinical Director, Carbon County Counseling Center PO Box 1056, Rawlins, WY. 82301
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		100%		done prior to employment
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)		\$1,627.37		CADCA Training for Sally Patton Feb. 12-15, Prevention Day for Theresa Pacheco Feb. 12, both in Washington DC, Casper SPF/SIG Training, March 5-7 for Sally Patton, March 5 for Theresa Pacheco
6	Notify the Division of any board of directors/staffing changes				None
7	Other Contract Work Agreements (report details)				None
8	Complete agreement with SPF-TAC			27-Mar-07	
9	Other				

B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007			March 5-7 in Casper, Sally Patton, Theresa Pacheco
2	Needs Assessment Instrument Received	Feb or March 2007			Received March 7
3	Data Collection		100%	17-Apr-07	completed
4	Data Analysis				
5	Priorities Identified				
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment	15-Jun-07			
	Revise Needs Assess/Submit Final				
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities			2/25/07, 2/22/07, 3/15/2007, 4/19/2007	
2	Community Advisory Council Meetings List dates & number of people who attended				See below
	See below for membership report				

3	Budget and Funding Approved by CAC (attach minutes)				
4	Community Resource Assessment note date and attach report				On Going see page 69 of prevention framework workbook
5	Present Findings/Process to Community				
6	(Optional) local SAPST and/or CADCA Training for SAC/Community				Both Sally Patton and Theresa Pacheco completed SAPST Training in September of 2006 in Lander
7	Briefly describe how the community was involved in the SPF process during this reporting period				With town hall meetings and Law enforcement meetings we were able to obtain their input for the framework.
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07			
	Receive Strategic Planning Materials from SAD				
	Research Evidence Based Strategies				
	Match Strategies to Data/Needs				
	Write Strategic Plan				
	Submit Strategic Plan to SAD				
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07		14-May-07	
2	May 15: Submit Expenditure Report to SAD	15-May-07		14-May-07	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07			
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification		100%		Sent in with Prevention Framework Application in December, counseling center meeting the criteria for certification
11	On-Site evaluations or reviews				On site review with WYSAC on Monday April 7th, WYSAC ROCKS!!!
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				Sent if first copy in February of 2007

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				
2	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials				
	media				
3	Please note any significant changes from the budget submitted in the application.				
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				Explaining to the community we had to do another needs assessment, by having a series of community meetings.

